

## CCIFD Meeting Minutes – July 13, 2011

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The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, July 13, 2011. The meeting was held at the City of Chandler Fire Department Administrative Offices, located at 151 E. Boston Street, Chandler, Arizona.

The following agenda items were considered at the meeting:

- A. The meeting of the CCIFD board was called to order at 6:02 p.m. by Clerk Coleman.
- B. Roll Call: Clerk Ruth Coleman and member Jeff Gerber present; Chair Hurley attending telephonically (two board positions vacant).

**Item 1:** Review and approval of the governing board meeting minutes of June 8, 2011 (CCIFD #11-039):

Motion by Gerber / 2<sup>nd</sup> by Hurley: To approve the minutes of the June 8, 2011 meeting as presented; Passed 3-0.

**Item 2:** Call to the Public: None.

**Item 3:** Report from the fire chief regarding the provision of fire and EMS to the CCIFD, including but not limited to the following items (CCIFD #11-n/a):

- a) Monthly response and service report:

CFD Assistant Chief Tom Carlson provided the board with the June 2011 report of responses into the county islands and answered general questions concerning information contained within the June monthly report.

Discussion only – no action taken.

**Item 4:** Consideration of district financial matters:

- a) Review of monthly financial reports (CCIFD #11-040): Consultant Flynn reviewed the reconciled monthly financial reports from the county and the CPS monthly reports (included within the board packet).

Motion by Gerber / 2<sup>nd</sup> by Coleman: To accept the monthly financial reports as presented; Passed 3-0.

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- b) Review of invoices / payables and authorization for payment (CCIFD #11-041):

Flynn presented invoices for payment (included in board packet); PolicyLogic, LLC (\$664.80) and Angela Bertram, CPA (\$85).

Motion by Gerber / 2<sup>nd</sup> by Coleman: To approve the invoices as presented for payment; Passed 3-0.

**Item 5:** Public Hearing in accordance with A.R.S. § 48-805.A.2: To hear taxpayer's comments on the proposed fiscal year 2011 / 2012 Chandler County Island Fire District revenue and expenditure budget (CCIFD # -n/a):

Clerk Coleman opened and closed the hearing. No public comment / no public in attendance.

**Item 6:** Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2011 and ending June 30, 2012 and declaring such to be the budget of the Chandler County Island Fire District (CCIFD #11-042):

Consultant Flynn reviewed the proposed final FY 11-12 revenue and expenditure budget. Budget totaling \$953,089.69 with a tax levy of \$695,000 at the tax rate of 1.4760 based upon an assessed value of \$47,085,191 (comparative budget analysis enclosed in board packet).

Motion Hurley / 2<sup>nd</sup> Gerber: To adopt the FY 11-12 budget in the amount of \$953,089.69 as presented; Passed 3-0.

**Item 7:** Consideration of engaging the firm of Assurance Professionals PC for the purpose of performing an annual review of the district's financial records for the fiscal year ended June 30, 2011 pursuant to A.R.S. § 48-253 (CCIFD #11-043):

Consultant Flynn discussed the year-end financial review process and the engagement proposal by Assurance Professionals (enclosed in board packet).

Motion Gerber / 2<sup>nd</sup> Hurley: To engage the firm of Assurance Professionals for the purpose of financial review as required by statute; Passed 3-0.

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**Item 8:** Consideration of engaging the firm of Angela D. Bertram, CPA for the purpose of providing the districts accounting services for the fiscal year beginning July 1, 2011 and ending June 30, 2012 (CCIFD #11-044):

Consultant Flynn discussed the CPA services and the engagement proposal by Angela Bertram, CPA (enclosed in board packet).

Motion Coleman / 2<sup>nd</sup> Gerber: To engage the firm of Angela Bertram, CPA for the purpose of providing accounting services for FY 11-12; Passed 3-0.

**Item 9:** Consideration of establishing a revised board meeting schedule for the fiscal year beginning July 1, 2012 and directing staff to notice the revised schedule as required (CCIFD #11-045):

Consultant Flynn discussed the new county island fire district statute which takes effect July 20, 2011 in which the number of required meetings each year is reduced to a minimum of one every 90 days. Flynn suggested the board consider a meeting every other month initially. For FY 11-12 the recommended meeting schedule is the second Wednesday of July, September, November, January, March and May. In months without meetings, financial and other pertinent information will be forwarded electronically to the board for review.

Motion Coleman / 2<sup>nd</sup> Gerber: To schedule CCIFD board meetings every other month for FY 11-12 as recommended and have staff make the appropriate notifications; Passed 3-0.

**Item 10:** Consideration of appointing an interim member to the CCIFD governing board pursuant to A.R.S. § 48-803.B. (CCIFD #11-046):

Consultant Flynn reviewed the board appointment process for vacant seats. Patrick Coleman being a resident of the district and a qualified elector has expressed an interest in filling one of the board's vacant seats.

Motion Gerber / 2<sup>nd</sup> Hurley: To appoint Patrick Coleman to fill one of the two vacant board positions; Passed 3-0.

**Item 11:** Review of electronic mail and phone messages received at the CCIFD website (CCIFD #11-047):

Chair Hurley advised no electronic or phone messages for June.

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**Item 12:** Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (September 14, 2011) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #11-048):

- Standard agenda items.

**Item 13:** Announcements: None.

**Item 14:** Adjourn: Motion by Gerber / 2<sup>nd</sup> by Coleman: To adjourn the meeting at 6:22 p.m.; Passed 3-0.

CCIFD meeting minutes approved: September 14, 2011.

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Edward R. Hurley, Board Chair

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Ruth Coleman, Board Clerk

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Jeff Gerber, Board Member

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Patrick Coleman, Board Member