

## CCIFD Meeting Minutes – July 14, 2010

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The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, July 14, 2010. 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 6:03 p.m. by Board Chair Hurley.
- B. Roll Call: Chair Ed Hurley, Clerk Ruth Coleman and member Jeff Gerber present.

**Item 1:** Review and approval of the governing board meeting minutes of June 9, 2010 (CCIFD #10-045):

Motion by Coleman / 2<sup>nd</sup> by Hurley: To approve the minutes of the June 9, 2010 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 #10-n/a):

- a) Monthly response and service report:

CFD Assistant Fire Chief Tom Carlson provided the board with the May 2010 report of responses into the county islands. There was general discussion amongst the board and Chief Carlson concerning various elements found within the response report.

Discussion only – no action taken.

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

- a) Review of monthly financial reports (CCIFD #10-046):

Consultant Flynn reviewed the reconciled reports (GLT and Warrant) provided by Maricopa County for the month of June and the detailed financial/ budget reports prepared by the CPA. Flynn detailed EOY fund balance.

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

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- b) Review of invoices / payables and authorization for payment (CCIFD #10-047): Consultant presented invoices for payment; PolicyLogic, LLC (\$802.20); Angela Bertram, CPA (\$63.75).

Motion by Gerber / 2<sup>nd</sup> by Hurley: 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 2010 / 2011 Chandler County Island Fire District revenue and expenditure budget (CCIFD # -n/a):

*(no one from public in attendance – hearing opened and closed by Chair Hurley)*

**Item 6:** Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2010 and ending June 30, 2011 and declaring such to be the budget of the Chandler County Island Fire District (CCIFD #10-048):

Consultant Flynn reviewed the proposed final budget with the board line-by-line, addressing changes with revenues and expenditures. The EOY unreserved fund balance was discussed. The CCIFD is below the county average for tax collections on a percentage basis and this caused a reduction in estimated EOY cash carry-forward. Flynn advised the budget was adjusted accordingly to address the EOY fund balance.

The budget was presented in comparative format (included in board information packet). There was general discussion by the board with questions for consultant concerning various revenue and expenditure items including unreserved fund balance, tax levy, tax rate and financial reserves. There was discussion by the board concerning the amount of financial reserve which should be maintained going forward and the impact on the tax levy and rate of various changes to the budget.

Motion Gerber / 2<sup>nd</sup> Hurley: Adopt the fiscal 2011 revenue and expenditure budget as presented; Passed 3-0.

**Item 7:** Consideration of engaging the firm of Breecher and Company PC for the purpose of performing an annual review of the district's financial records pursuant to A.R.S. § 48-253 (CCIFD #10-049):

Consultant Flynn presented the engagement letter and documents (included within the board information packet) for Breecher and Company PC to perform the financial review as required by law. There was general discussion by the board concerning the engagement of Breecher and Company again for fiscal 2010.

Motion Hurley / 2<sup>nd</sup> Gerber: To engage the firm of Breecher and Company pursuant to the letter for the purpose of performing the fiscal 2010 audit; Passed 3-0.

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**Item 8:** Consideration of engaging the firm of Angela Bertram, CPA for the purpose of providing accounting services (CCIFD #10-050):

Consultant Flynn presented the example engagement letter (included within the board information packet) for Angela Bertram, CPA to perform bookkeeping and accounting services for fiscal year 2011.

Motion Coleman / 2<sup>nd</sup> Hurley: Engage Angela Bertram, CPA for bookkeeping and accounting services; Passed 3-0.

**Item 9:** Review of electronic mail and phone messages received at the CCIFD web site (CCIFD #10-051):

Chair Hurley advised there were no phone messages received and only an advertising e-mail correspondence received over the past month.

Discussion only – no action taken.

**Item 10:** Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (August 11, 2010) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #10-052):

- Standard agenda items.

**Item 11:** Announcements: None.

**Item 12:** Adjourn: Motion by Hurley / 2<sup>nd</sup> by Gerber: To adjourn the meeting at 6:35 p.m.; Passed 3-0.

CCIFD meeting minutes approved: August 11, 2010.

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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