

## CCIFD Meeting Minutes – November 9, 2016

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The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, November 9, 2016. 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 6:06 p.m. by Member Lu.
- B. Roll Call: Members E. Lu, K. Hasper and J. Gerber (attended telephonically) (Absent – Chair E. Hurley and J. Young)

**Item 1:** Review and approval of the governing board meeting minutes of September 14, 2016 (CCIFD #16-035):

Motion by Hasper / 2<sup>nd</sup> by Gerber: To approve the minutes of the September 14, 2016 meeting as submitted; Passed 3-0. (Absent – E. Hurley & J. Young)

**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 #16-n/a):

- a) Monthly response and service report: September and October 2016.

Assistant Fire Chief Hargis provided the board with a summary of the September and October response reports into the county islands and answered general questions concerning information contained within the reports.

Discussion only – no action taken.

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

- a) Review of monthly financial reports: September and October 2016 (CCIFD #16-036):

The reconciled monthly finance reports from Maricopa County were presented by Administrative Manager Vaughn and reviewed, as were the monthly financial reports prepared by the District's CPA (finance reports included in the board packet). ).

Motion by Hasper / 2<sup>nd</sup> by Lu: To accept the financial reports as presented; Passed 3-0. (Absent – E. Hurley & J. Young)

- b) Review of invoices / payables and authorization for payment (CCIFD #16-037):

Invoices for payment were presented (included in board packet for September and October; PolicyLogic, LLC (\$1,236.01); Angela Bertram, CPA (\$292.50); City of

## CCIFD Meeting Minutes – November 9, 2016

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Chandler- ½ of contract (\$398,725).

Motion by Gerber / 2<sup>nd</sup> by Hasper: To approve the invoices as presented for payment; Passed 3-0). (Absent – E. Hurley & J. Young)

**Item 5:** Review of electronic mail and phone messages received at the CCIFD website (CCIFD #16-038)

Administrative Manager Vaughn updated the board on phone messages received and the disposition of messages and any follow up required.

Discussion only – no action taken.

**Item 6:** Consideration of retaining the firm of Accounting Professionals LLC for the purpose of performing an annual review of the district's financial records for the fiscal year ending June 30, 2016 pursuant to A.R.S §48-253. (CCIFD #16-039).

Administrative Manager Vaughn presented an engagement letter and information concerning the proposal from Accounting Professionals LLC to provide financial audit services for the fiscal year ending June 30, 2016. There was general discussion by the board concerning the engagement of the firm.

Motion by Hasper / 2<sup>nd</sup> by Lu: To retain the firm of Accounting Professionals for financial audit services for the fiscal year ending June 30, 2016; Passed 3-0 (Absent – Absent – E. Hurley & J. Young).

**Item 7:** Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (January 11, 2017) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #16-040):

- Standard agenda items.

**Item 8:** Announcements:

Due to a conflict in on January 11, 2017, a request was made to change the meeting date for January. The meeting is tentatively rescheduled for Wednesday, January 25<sup>th</sup>.

**Item 9:** Adjourn: Motion by Lu / 2<sup>nd</sup> by Gerber: To adjourn the meeting at 6:19 p.m.; Passed 3-0. (Absent – E. Hurley & J. Young)

## CCIFD Meeting Minutes – November 9, 2016

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**CCIFD meeting minutes approved: January 25, 2017.**

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**Edward R. Hurley, Board Chair**

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**Jeff Gerber, Board Clerk**

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**Kevin Hasper, Board Member**

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**Janice Young, Board Member**

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**Emily Lu, Board Member**