

## CCIFD Meeting Minutes – July 26, 2017

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The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, July 26, 2017. 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 6:04 p.m. by Chair E. Hurley.
- B. Roll Call: Chair E. Hurley and members K. Hasper, E. Lu and J. Young. (Absent: Clerk – J. Gerber and member K. Hasper)

**Item 1:** Review and approval of the governing board meeting minutes of May 10, 2017 & June 7, 2017 (CCIFD #17-017):

Motion by Lu / 2<sup>nd</sup> by Young: To approve the minutes of the May 10, 2017 & June 7, 2017 meeting as submitted; Passed 3-0. (Absent – Gerber, Hasper)

**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 #17-n/a):

- a) Monthly response and service report: May and June 2017.

Chief Dwiggins provided the board with a summary of the May and June response reports into the county islands and answered general questions concerning information contained within the reports.

Discussion only – no action taken.

- b) Chief Dwiggins updated the board on Fire Station #11. It was approved through Council in April. They will be breaking ground in a few weeks and starting the recruitment process.

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

- a) Review of monthly financial reports: May and June 2017 (CCIFD #17-018):

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

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b) Review of invoices / payables and authorization for payment (CCIFD #17-019):

Invoices for payment were presented (included in board packet for May and June; PolicyLogic, LLC (\$1,912.91); Angela Bertram, CPA (\$292.50).

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

**Item 5:** Review of electronic mail and phone messages received at the CCIFD web site (CCIFD #17-020)

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:** Public in accordance with A.R.S. §48-853.A.2: To hear taxpayer's comments on the proposed fiscal year 2017/2018 Chandler County Island Fire District revenue and expenditure budget (CCIFD #17-n/a)

Chair Hurley opened the public meeting for comment. No public present at the meeting. Chair Hurley closed the public meeting.

**Item 7:** Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and declaring such to be the budget of the Chandler County Island Fire District (CCIFD #17-021)

Administrative Manager Vaughn reviewed the budget documents provided within the board packets and discussed the final proposed budget for FY 17/18. Vaughn answered general questions from the board regarding the budget. As discussed during the last meeting, the tax rate will be increasing due to the increase in the fire protection services contract from the City of Chandler. Chandler will be building another station, which is the primary reason for the cost increase.

Motion by Hurley/ 2<sup>nd</sup> by Lu: Consideration of fully adopting estimates and expenditures for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and declaring such to be the budget of the Chandler County Island Fire District; Passed 3-0. (Absent – Gerber, Hasper)

**Item 8:** Consideration of engaging the firm of Angela D. Bertram, CPA for the purposes of providing the district's accounting services for the fiscal year beginning July 1, 2017 and ending June 30, 2018 (CCIFD #17-022)

Administrative Manager Vaughn discussed the annual engagement letter from the board's CPA, Angela Bertram and recommended retention of Ms. Bertram by the CCIFD.

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Motion by Young/2<sup>nd</sup> by Lu: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0. (Absent – Gerber, Hasper)

**Item 9:** Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (September 13, 2017) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #17-023):

- Standard agenda items.

**Item 10:** Announcements:

- None

**Item 11:** Adjourn: Motion by Hurley / 2<sup>nd</sup> by Young: To adjourn the meeting at 6:21p.m.; Passed 3-0. (Absent – Gerber, Hurley)

**CCIFD meeting minutes approved: September 13, 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**