

CCIFD Meeting Minutes – November 8, 2017

Board Meeting
Regular Session

November 8, 2017

The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, November 8, 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:

1. CALL TO ORDER

The meeting of the CCIFD board was called to order at 6:11 p.m. by Chair Hurley.

2. ROLL CALL

Roll Call: Chair E. Hurley, Clerk J. Gerber and members K. Hasper and J. Young. (Absent: Member E. Lu)

Guests –Kelly Vaughn, Administrative Manager.

3. BUSINESS

Item 1: Review and approval of the governing board meeting minutes of September 13, 2017 & October 25, 2017 (CCIFD #17-035):

Motion by Gerber / 2nd by Young: To approve the minutes of the September 13, 2017 & October 25, 2017 meeting as submitted; Passed 4-0. (Absent – E. Lu)

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: September and October 2017.

Chief Dwiggins 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.

b) Chief Dwiggins announced that the department will have a class 2 ISO rating (the previous rating was a class 3). This should lower individual insurance premiums.

CCIFD Meeting Minutes – November 8, 2017

Station #11 will be completed the second week of April. Chandler will be hiring 19 firefighters.

Item 4: Consideration of district financial matters:

a) Review of monthly financial reports: September and October 2017 (CCIFD #17-036):

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 / 2nd by Young: To accept the financial reports as presented;
Passed 4-0. (Absent – E. Lu)

b) Review of invoices / payables and authorization for payment (CCIFD #17-037):

Invoices for payment were presented (included in board packet for September and October; PolicyLogic, LLC (\$2,447.33); Angela Bertram, CPA (\$292.50); City of Chandler- ½ of contract (\$459,845.50).

Motion by Hurley/ 2nd by Young: To approve the invoices as presented for payment;
Passed 4-0). (Absent – E. Lu)

Item 5: Review of electronic mail and phone messages received at the CCIFD website (CCIFD #17-038)

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, 2017 pursuant to A.R.S §48-253. (CCIFD #17-039).

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, 2017. There was general discussion by the board concerning the engagement of the firm.

Motion by Gerber/ 2nd by Hurley: To retain the firm of Accounting Professionals for financial audit services for the fiscal year ending June 30, 2017; Passed 4-0 (Absent – Absent – E. Lu).

CCIFD Meeting Minutes – November 8, 2017

Item 7: Consideration of items for the agenda of the Chandler County Island Fire District’s next regular scheduled meeting (January 24, 2018) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #17-040):

- Standard agenda items.

Item 8: Announcements:

Due to a conflict in on January 10, 2018, a request was made to change the meeting date for January. The meeting will be rescheduled to the end of January.

4. ADJOURNMENT

Adjourn: Motion by Hurley / 2nd by Hasper: To adjourn the meeting at 6:31 p.m.; Passed 4-0.
(Absent – E. Lu)

CCIFD meeting minutes approved: January 24, 2018.

Edward R. Hurley, Board Chair

Jeff Gerber, Board Clerk

Kevin Hasper, Board Member

Janice Young, Board Member

Emily Lu, Board Member