

CCIFD Meeting Minutes – March 14, 2018

Board Meeting
Regular Session

March 14, 2018

The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, March 14, 2018. 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 6:08 p.m. by Chair Hurley.

2. ROLL CALL

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

Guests – Kelly Vaughn, Administrative Manager

3. BUSINESS

Item 1: Review and approval of the governing board meeting minutes of January 24, 2018 (CCIFD #18-007):

Motion by Hurley / 2nd by Young: To approve the minutes of the January 24, 2018 meeting as submitted; Passed 3-0. (Absent – J. Gerber, K. 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 #18-n/a):

a) Monthly response and service report: January and February 2018.

Chief Dwiggins provided the board with a summary of the January and February response reports into the county islands and answered general questions concerning information contained within the reports. Chief Dwiggins reported that the county island has seen a routine number of calls.

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Item 4: Consideration of district financial matters:

a) Review of monthly financial reports: January and February (CCIFD #18-008):

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

b) Review of invoices / payables and authorization for payment (CCIFD #18-009):

Invoices for payment were presented (included in board packet for January and February; PolicyLogic, LLC (\$1,995.86); Angela Bertram, CPA (\$382.50); BPCWS, PLLC (legal counsel) (\$2,614.06).

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

Item 5: Review of electronic mail and phone messages received at the CCIFD website (CCIFD #18-010)

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: Review and consideration of the annual financial review for fiscal year 2017 conducted pursuant to A.R.S. §48-803.E (CCIFD #18-011).

Consultant reviewed the fiscal 2017 financial review (included in board packet) with the board and answered general questions concerning the various components of the financial review. Consultant advised the financial review had been submitted to the Clerk of the Board of Supervisors and the County Treasurer as required.

Motion by Hurley/ 2nd by Lu: To accept the financial review as presented; Passed 3-0 (Absent – J. Gerber, K. Hasper).

Item 7: Consideration on renewing the district's general liability and associated insurance and policies with VFIS of Arizona (CCIFD #18-012):

Administrative Manager Vaughn provided an overview of the insurance services proposal by VFIS that had been distributed to each board member. There was a general discussion by the

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board concerning various components within the VFIS insurance proposal. Vaughn answered general questions from the board regarding the proposal.

Motion by Hurley / 2nd by Young: To approve renewing the district's general liability and associated insurance and policies with VFIS of Arizona for \$23,122; Passed 3-0 (Absent – J. Gerber, K. Hasper).

Item 8: Discussion and update regarding the intergovernmental agreement with the City of Chandler (CCIFD #18-013):

It was discussed that the City of Chandler is still reviewing the changes to the IGA between CCIFD and the City of Chandler. Administrative Manager Vaughn to ask legal council of an estimated cost to review the insurance package.

No action taken.

Item 9: Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (May 9, 2018) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #18-014):

- Standard agenda items.
- Tentative Budget
- Call to Election

Item 10: Announcements:

None

4. ADJOURNMENT

Adjourn: Motion by Hurley / 2nd by Young: To adjourn the meeting at 6:28 p.m.; Passed 3-0. (Absent – J. Gerber, K. Hasper)

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CCIFD meeting minutes approved: May 9, 2018.

Edward R. Hurley, Board Chair

Jeff Gerber, Board Clerk

Kevin Hasper, Board Member

Janice Young, Board Member

Emily Lu, Board Member