

CCIFD Meeting Minutes – March 13, 2019

Board Meeting
Regular Session

March 13, 2019

The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, March 13, 2019. 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 6:02 p.m. by Chair Hurley.

2. ROLL CALL

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

Guests – Kelly Vaughn, Administrative Manager; Chief Dwiggins

3. BUSINESS

Item 1: Review and approval of the governing board meeting minutes of January 9, 2019 and January 31, 2019 (CCIFD #19-008):

Motion by Gerber / 2nd by Young: To approve the minutes of the January 9, 2019 and January 31, 2019 meeting as submitted; Passed 4-0. (Absent – Member 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 #19-n/a):

- a) Monthly response and service report: January and February 2019.

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. Chandler is currently going through an accredited process. There are currently only 238 departments that are accredited.

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Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports: January and February (CCIFD #19-009):

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 Gerber / 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 #19-010):

Invoices for payment were presented (included in board packet for January and February; PolicyLogic, LLC (\$2,087.12); Angela Bertram, CPA (\$405); Atlas CPA (\$2,500)

Motion by Hurley/ 2nd by Hasper: 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 #19-011)

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 2018 conducted pursuant to A.R.S. §48-803.E (CCIFD #19-012).

Consultant reviewed the fiscal 2018 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 Hasper: To accept the financial review as presented; Passed 4-0 (Absent – E. Lu).

Item 7: Consideration on renewing the district's general liability and associated insurance and policies with VFIS of Arizona (CCIFD #19-013):

Administrative Manager Vaughn provided an overview of the insurance services proposal by

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VFIS that had been distributed to each board member. There was a general discussion by the board concerning various components within the VFIS insurance proposal. Vaughn answered general questions from the board regarding the proposal. Last year's proposal came in at \$23,122 and this year it came in at \$23,215. The budgeted amount was \$23,500.

Motion by Gerber / 2nd by Young: To approve renewing the district's general liability and associated insurance and policies with VFIS of Arizona for \$23,215; Passed 4-0 (Absent – E. Lu).

Item 8: Discussion and update regarding the intergovernmental agreement with the City of Chandler (CCIFD #19-014):

This item has been tabled.

Motion by Gerber / 2nd by Young: To table this agenda item until the next meeting; Passed 4-0 (Absent – E. Lu).

Item 9: Discussion and possible action to retain an attorney as the CCIFD legal counsel (CCIFD #19-015):

Administrative Manager Vaughn discussed that Mr. Nick Cornelius has worked with various fire districts and most recently another County Island Fire District. He is highly recommended and can send the board his retainer agreement, if interested. He services are needed to review the IGA renewal agreement between the City of Chandler and the Chandler County Island Fire District.

Motion by Hurley / 2nd by Gerber: To retain Mr. Cornelius as legal counsel for the CCIFD; Passed 4-0 (Absent – E. Lu).

Item 10: Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (May 8, 2019) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #19-016):

- Standard agenda items.
- Tentative Budget

Item 11: Announcements:

None

4. ADJOURNMENT

Adjourn: Motion by Hurley / 2nd by Young: To adjourn the meeting at 6:25 p.m.; Passed 4-0.

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(Absent – E. Lu)

CCIFD meeting minutes approved: May 8, 2019

Edward R. Hurley, Board Chair

Jeff Gerber, Board Clerk

Kevin Hasper, Board Member

Janice Young, Board Member

Emily Lu, Board Member