

CCIFD Meeting Minutes – November 13, 2019

Board Meeting Regular Session

November 13, 2019

The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, November 13, 2019. The meeting was held at the Chandler Fire Training Center, located at 3550 S. Dobson Road, 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 Member J. Young.

2. ROLL CALL

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

Guests – Chief Hargis, Battalion Chief, City of Chandler; Kelly Vaughn, Administrative Manager.

3. BUSINESS

Item 1: Review and approval of the governing board meeting minutes of September 11, 2019 (CCIFD #19-040):

Motion by Gerber / 2nd by Hasper: To approve the minutes of the September 11, 2019 meeting as submitted; Passed 3-0. (Absent – Chair E. Hurley and 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: September and October 2019.

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.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports: September and October 2019 (CCIFD #19-041):

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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 3-0. (Absent – Chair E. Hurley and E. Lu)

b) Review of invoices / payables and authorization for payment (CCIFD #19-042):

Invoices for payment were presented (included in board packet for September and October; PolicyLogic, LLC (\$1,617); Angela Bertram, CPA (\$315.00); City of Chandler- ½ of contract (\$465,689.29).

Motion by Young/ 2nd by Gerber: To approve the invoices as presented for payment; Passed 3-0). (Absent – Chair E. Hurley and E. Lu)

Item 5: Review of electronic mail and phone messages received at the CCIFD website (CCIFD #19-043)

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 Atlas CPA for the purpose of performing an annual review of the district's financial records for the fiscal year ending June 30, 2019 pursuant to A.R.S §48-253. (CCIFD #19-044).

Administrative Manager Vaughn presented an engagement letter and information concerning the proposal from Atlas CPA to provide financial audit services for the fiscal year ending June 30, 2019. There was general discussion by the board concerning the engagement of the firm. CCIFD will have to have a full audit for fiscal year 18/19.

Motion by Gerber/ 2nd by Hasper: To retain the firm of Atlas CPA for financial audit services for the fiscal year ending June 30, 2019; Passed 3-0 (Absent – Chair E. Hurley and E. Lu).

Item 7: Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (January 8, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #19-045):

- Standard agenda items.

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Item 8: Announcements: None

4. ADJOURNMENT

Adjourn: Motion by Young / 2nd by Hasper: To adjourn the meeting at 6:10 p.m.; Passed 3-0.
(Absent – Chair E. Hurley and E. Lu)

CCIFD meeting minutes approved: January 8, 2020.

Edward R. Hurley, Board Chair

Jeff Gerber, Board Clerk

Kevin Hasper, Board Member

Janice Young, Board Member

Emily Lu, Board Member