

CCIFD Meeting Minutes March 25, 2020

The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, March 25, 2020. The meeting was held via teleconference due to COVID-19 concerns.

The following agenda items were considered at the meeting:

- A. The meeting of the CCIFD board was called to order at 6:07 p.m. by Chair Hurley.
- B. Roll Call: Chair E. Hurley, Clerk J. Gerber, members K. Hasper, E. Lu (Absent – J. Young)

Item 1: Review and approval of the governing board meeting minutes of January 8, 2020 (CCIFD #20-007):

Motion by Hurley/ 2nd by Gerber: To approve the minutes of the January 8, 2020 meeting as submitted; Passed 4-0. (Absent - J. Young)

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 #20-n/a):

- a) Monthly response and service report: January and February 2020.

Chief Chapman 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. One February 13th, there was a large building fire in which 11 units responded.

Discussion only – no action taken.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports: January and February 2020 (CCIFD #20-008):

The reconciled monthly finance reports for January and February 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 Hurley: To accept the financial reports as presented; Passed 4-0. (Absent – J. Young)

- b) Review of invoices / payables and authorization for payment (CCIFD #20-009):

Invoices for payment were presented (included in board packet for January and February; PolicyLogic, LLC (\$1,979.11); Angela Bertram, CPA (\$440.00); Atlas

CCIFD Meeting Minutes March 25, 2020

CPA (\$2,500).

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

Item 5: Review of electronic mail and phone messages received at the CCIFD website (CCIFD #20-010)

Administrative 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 2019 conducted pursuant to A.R.S. §48-803.E (CCIFD #20-011).

Consultant reviewed the fiscal 2019 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 Hasper/ 2nd by Gerber: To accept the financial review as presented; Passed 4-0 (Absent – J. Young).

Item 7: Consideration on renewing the district's general liability and associated insurance and policies with Brown and Brown Insurance - VFIS of Arizona (CCIFD #20-012):

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 board concerning various components within the VFIS insurance proposal. Vaughn answered general questions from the board regarding the proposal. The insurance renewal came in at \$23,411 (the expiring premium was \$23,215 and the budgeted amount is \$24,000).

Motion by Hurley / 2nd by Hasper: To approve renewing the district's general liability and associated insurance and policies with VFIS of Arizona for \$23,411; Passed 4-0 (Absent – J. Young).

Item 8: Consideration of noticing the Maricopa County Board of Supervisors and the Maricopa County Elections Department the district will call for an election of board members on November 3, 2020 pursuant to ARS §48-852 and ARS §16-226.A; will use the Maricopa County Elections Department to conduct the election; and to direct staff to facilitate compliance with ARS §16-227, ARS §16-228 and ARS §16-229 as required for the election of district board members (CCIFD #20-013).

CCIFD Meeting Minutes March 25, 2020

Administrative Manager Vaughn discussed the upcoming election and answered general questions from the board regarding the election. There are two board member positions that are up for reelection – J. Young, E. Lu.

Motion by Hurley/ 2nd by Gerber: Consideration of noticing the Maricopa County Board of Supervisors and the Maricopa County Elections Department the district will call for an election of board members on November 3, 2020 pursuant to ARS §48-852 and ARS §16-226.A; will use the Maricopa County Elections Department to conduct the election; and to direct staff to facilitate compliance with ARS §16-227, ARS §16-228 and ARS §16-229 as required for the election of district board members; Passed 4-0. (Absent – J. Young)

Item 9: Consideration of items for the agenda of the Chandler County Island Fire District’s next regular scheduled meeting (May 13, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #20-014):

- Standard agenda items
- Budget Adoption

Item 10: Announcements:

None.

Item 11: Adjourn: Motion by Gerber / 2nd by Hasper: To adjourn the meeting at 6:26p.m.; Passed 4-0. (Absent – J. Young)

CCIFD meeting minutes approved: May 13, 2020.

Edward R. Hurley, Board Chair

Jeff Gerber, Board Clerk

Kevin Hasper, Board Member

Janice Young, Board Member

Emily Lu, Board Member