

## CCIFD Meeting Minutes – September 9, 2020

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The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, September 9, 2020. The meeting was held via teleconference due to COVID-19 concerns. The Arizona Attorney General has authorized teleconferencing for public meetings during the COVID-19 pandemic.

The following agenda items were considered at the meeting:

- A. The meeting of the CCIFD board was called to order at 6:10 p.m. by Chair E. Hurley.
- B. Roll Call: Chair E. Hurley, Clerk J. Gerber and members K. Hasper and E. Lu (joined at Item 4) were in attendance. (Absent: J. Young)

**Item 1:** Review and approval of the governing board meeting minutes of July 8, 2020 (CCIFD #20-027):

Motion by Gerber / 2<sup>nd</sup> by Hasper: To approve the minutes of the July 8, 2020 meeting as submitted; Passed 3-0. (Absent – Lu and 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: July and August 2020.

Chief Chapman provided the board with a summary of the July and August response reports into the county islands and answered general questions concerning information contained within the reports. Chief Chapman discussed that there was nothing out of the ordinary for the past two months.

Discussion only – no action taken.

**Item 4:** Consideration of district financial matters:

- a) Review of monthly financial reports: June, July and August 2020 (CCIFD #20-028):

The reconciled monthly finance reports for June, July & August 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 / 2<sup>nd</sup> by Hurley: To accept the financial reports as presented; Passed 4-0 (Absent – Young)

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b) Review of invoices / payables and authorization for payment (CCIFD #20-029):

Invoices for payment were presented (included in board packet for May and June; PolicyLogic, LLC (\$1,905.14); Angela Bertram, CPA (\$382.50).

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

**Item 5:** Consideration of engaging the firm of Angela D. Bertram, CPA for the purposes of providing the district's accounting services for the fiscal year beginning July 1, 2020 and ending June 30, 2021 (CCIFD #20-030)

Administrative Manager Vaughn discussed the annual engagement letter from the board's CPA, Angela Bertram and recommended retention of Ms. Bertram by the CCIFD. There were no changes to the contract from last year.

Motion by Hurley/2<sup>nd</sup> by Hasper: To retain the firm of Angela Bertram, CPA for accounting services; Passed 4-0. (Absent – Young)

**Item 6:** Consideration of retaining a firm for the purpose of performing an annual audit of the district's financial records for the fiscal year ending June 30, 2020 pursuant to A.R.S §48-253. (CCIFD #20-031).

Administrative Manager Vaughn presented two proposals to provide financial audit services for the fiscal year ending June 30, 2020. The first proposal was by SC Audit & Accounting Solutions for \$2,500 and the second was for Atlas CPA for \$2,625. There was general discussion by the board concerning the engagement of each firm.

Motion by Hasper / 2<sup>nd</sup> by Lu: To use SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2019; Passed 4-0. (Absent – Young)

**Item 7:** Consideration of items for the agenda of the Chandler County Island Fire District's next regular scheduled meeting (November 11, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #20-032):

- Standard agenda items.

**Item 8:** Announcements:

- The next regularly scheduled meeting is for Wednesday, November 11, which is Veteran's Day. It was discussed the meeting be changes to Thursday, November 12.

**Item 9:** Adjourn: Motion by Gerber / 2<sup>nd</sup> by Hasper: To adjourn the meeting at 6:36p.m.; Passed 4-0. (Absent – Young)

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CCIFD meeting minutes approved: November 12, 2020.

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**Edward R. Hurley, Board Chair**

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**Jeff Gerber, Board Clerk**

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**Kevin Hasper, Board Member**

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**Janice Young, Board Member**

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**Emily Lu, Board Member**