

CCIFD Meeting Minutes – March 8, 2023

Board Meeting
Regular Session

March 8, 2023

The Chandler County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, March 8, 2023. The meeting was held at the City of Chandler – Fire Department Administrative Offices, 151 East 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 6:07 p.m. by Chair Gerber.

2. ROLL CALL

Roll Call: Chair Jeff Gerber, Clerk Kevin Hasper and Member Emily Lu.

Guests – Kelly Vaughn, Administrative Manager, City of Chandler, Chief Chapman.

3. BUSINESS

Item 1: Review and approval of the governing board meeting minutes of January 25, 2023 (CCIFD #23-007):

Motion by Hasper / 2nd by Lu: To approve the minutes of the January 25, 2023 meeting as submitted; Passed 3-0.

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 #23-n/a):

- a) Monthly response and service report: January and February 2023 were included in the board packet. Chief Chapman reported the number of calls the last two months were fairly routine.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports: January and February (CCIFD #23-008):

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).

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Motion by Gerber / 2nd by Lu: To accept the financial reports as presented; Passed 3-0.

b) Review of invoices / payables and authorization for payment (CCIFD #23-009):

Invoices for payment were presented (included in board packet for January and February; PolicyLogic, LLC (\$1,732.30); Angela Bertram, CPA (\$455); SC Audit & Accounting (\$2,700).

Motion by Hasper/ 2nd by Lu: To approve the invoices as presented for payment; Passed 3-0.

Item 5: Review of electronic mail and phone messages received at the CCIFD website (CCIFD #23-0010.)

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 2022 conducted pursuant to A.R.S. §48-803.E (CCIFD #23-011).

Consultant reviewed the fiscal 2022 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 Gerber/ 2nd by Hasper: To accept the financial review as presented; Passed 3-0.

Item 7: Consideration on renewing the district's general liability and associated insurance and policies with Brown and Brown Insurance - VFIS of Arizona (CCIFD #23-012):

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 \$24,186 (the expiring premium was \$23,876 and the budgeted amount is \$24,500).

Motion by Hasper / 2nd by Gerber: To approve renewing the district's general liability and associated insurance and policies with VFIS of Arizona for \$24,186; Passed 3-0.

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Item 8: Consideration of items for the agenda of the Chandler County Island Fire District’s next regular scheduled meeting (May 9, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (CCIFD #23-013):

- Standard agenda items.
- Tentative Budget

Item 9: Announcements: None

4. ADJOURNMENT

Adjourn: Motion by Hasper / 2nd by Gerber: To adjourn the meeting at 6:21 p.m.; Passed 3-0.

CCIFD meeting minutes approved: May 24, 2023.

Jeff Gerber, Board Chair

Kevin Hasper, Board Clerk

Emily Lu, Board Member