

TCIFD Meeting Minutes – November 25, 2019

Tempe County Island Fire District

Tempe County Island Fire District (TCIFD) governing board met in a properly posted open public meeting on Monday, November 25, 2019. The meeting was held at 9259 S. Priest Drive, Tempe, Arizona.

The following agenda items were considered at the meeting:

- A. The meeting of the TCIFD board was called to order at 5:45 p.m. by Chair Kleespies.
- B. Roll Call: Chair Dave Kleespies, Clerk Sharlan Pierce (telephonically), and members Sno Kleespies, (Absent - James Carter and Megan Conrad.)

Item 1: Review and approval of the governing board meeting minutes of September 23, 2019 & October 21, 2019 (TCIFD #19-033):

Motion by S. Kleespies / 2nd S. Pierce: To approve the September 23, 2019 & October 21, 2019 meeting minutes; Passed 3-0. (Absent - James Carter and Megan Conrad.)

Item 2: Call to the Public: None.

Item 3: Report from the City of Tempe Fire Department:

- a) Report detailing emergency response / activities within the district (TCIFD #19- n/a):
None.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports: September and October (TCIFD #19-034):

The financial reports were reviewed for the board by Administrative Manager Vaughn for September and October 2019 provided by Maricopa County and by the district's CPA, Angela Bertram (all reports provided within board packet).

Motion by S. Kleespies / 2nd S. Pierce: To accept the financial reports as presented; Passed 3-0. (Absent - James Carter and Megan Conrad.)

- b) Review of invoices / payables and authorization for payment (TCIFD #19-035):

The invoices for September and November (enclosed within board packet) were presented to the board for payment: PolicyLogic, LLC (\$1,953.81); Angela Bertram, CPA (\$337.50); City of Tempe – 1st half of contract services (\$118,878).

Motion by S. Kleespies / 2nd S. Pierce: To approve the invoices in the amounts as presented; 3-0. (Absent - James Carter and Megan Conrad.)

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Item 5: Consideration of retaining the firm of Atlas CPA (formerly Accounting Professionals LLC) 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. (TCIFD #19-036).

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.

Motion by S. Kleespies / 2nd S. Pierce: To retain the firm of Atlas CPA for financial audit services for the fiscal year ending June 30, 2019; 3-0. (Absent - James Carter and Megan Conrad.)

Item 6: Consideration of items for the agenda of the Tempe County Island Fire District's next scheduled meeting (January 27, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (TCIFD #19-037).

- Standard agenda items

Item 7: Announcements:

- None

Item 8: Adjourn: Motion by Pierce / 2nd by S. Kleespies: To adjourn the meeting 5:54 p.m.; 3-0. (Absent - James Carter and Megan Conrad.)

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TCIFD meeting minutes approved: January 27, 2020.

Dave Kleespies, Board Chair

Sharlan Pierce, Board Clerk

Sno Kleespies, Board Member

Megan Conrad, Board Member

James Carter, Board Member