

# TCIFD Meeting Minutes – July 24, 2023

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## Tempe County Island Fire District

Tempe County Island Fire District (TCIFD) governing board met in a properly posted open public meeting on Monday, July 24, 2023. The meeting was held at 1255 W. Caroline Ln, 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 Clerk Pierce.
- B. Roll Call: Clerk Sharlan Pierce, and members Kris Michell, James Carter and Will Carter (Megan Conrad – absent)

### **Item 1:** Review and approval of the governing board meeting minutes of June 5, 2023 (TCIFD #23-016):

Motion by Pierce / 2<sup>nd</sup> by W. Carter: To approve the June 5, 2023 meeting minutes;  
Passed 4-0. (Absent: M. Conrad)

### **Item 2:** Call to the Public:

No public.

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

- a) Report detailing emergency response / activities within the district (TCIFD #23- n/a):

There was no report from the city.

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

- a) Review of monthly financial reports: May and June (TCIFD #23-017):

The financial reports were reviewed for the board by Administrative Manager Vaughn for May and June 2023 provided by Maricopa County and by the district's CPA, Angela Bertram (all reports provided within board packet).

Motion by Pierce / 2<sup>nd</sup> by Michell: To accept the financial reports as presented; Passed 4-0. (Absent: M. Conrad)

- b) Review of invoices / payables and authorization for payment (TCIFD #23-018):

The invoices for May and June (enclosed within board packet) were presented to the board for payment: PolicyLogic, LLC (\$1,986.19) Angela Bertram, CPA (\$325).

Motion by Pierce / 2<sup>nd</sup> Michell by: To approve the invoices in the amounts as presented; Passed 4-0. (Absent: M. Conrad)

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**Item 5:** Public Hearing in accordance with A.R.S. §48-853.A.2: To hear taxpayer's comments on the proposed fiscal year 2023/2024 Tempe County Island Fire District revenue and expenditure budget (TCIFD #23-n/a)

Member W. Carter opened the public hearing for comment. No public requested to speak at the meeting. Chair Conrad closed the public hearing.

**Item 6:** Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and declaring such to be the budget of the Tempe County Island Fire District (TCIFD #23-019)

Administrative Manager Vaughn reviewed the budget documents provided within the board packets and discussed the final budget for FY 23/24. Vaughn answered general questions from the board regarding the budget. The proposed tax rate to adopt is 1.9645, up slightly from last year which was 1.7855. The tax levy is proposed to be \$250K TY vs \$240K LY.

Motion by Pierce 2<sup>nd</sup> by Carter: Consideration of fully adopting estimates and expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and declaring such to be the budget of the Tempe County Island Fire District; Passed 4-0. (Absent: M. Conrad)

**Item 7:** 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, 2023 and ending June 30, 2024 (TCIFD #23-020)

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

Motion by Pierce/2<sup>nd</sup> by Michell: To retain the firm of Angela Bertram, CPA for accounting services; Passed 4-0. (Absent: M. Conrad)

**Item 8:** Consideration of items for the agenda of the Tempe County Island Fire District's next scheduled meeting (September 25, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (TCIFD #23-021).

- Standard agenda items
- Insurance Renewal

**Item 9:** Announcements:

None

**Item 10:** Adjourn: Motion by W. Carter / 2<sup>nd</sup> by Pierce: To adjourn the meeting 6:00 p.m.; Passed 4-0. (M. Conrad – Absent)

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TCIFD meeting minutes approved: October 16, 2023.

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Megan Conrad, Board Chair

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Sharlan Pierce, Board Clerk

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James Carter, Board Member

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Kris Michell, Board Member

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Will Carter, Board Member