

TCIFD Meeting Minutes – October 16, 2023

Tempe County Island Fire District

Tempe County Island Fire District (TCIFD) governing board met in a properly posted open public meeting on Monday, October 16, 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 Megan Conrad.
- B. Roll Call: Chairman – Megan Conrad, Clerk Sharlan Pierce, and member James Carter, Kris Michell, and Will Carter.

Item 1: Review and approval of the governing board meeting minutes of July 24, 2023 (TCIFD #23-022):

Motion by Pierce / 2nd by W. Carter: To approve the July 24, 2023 meeting minutes;
Passed 5-0.

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: September and October (TCIFD #23-023):

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

Motion by W. Carter / 2nd by K. Michell: To accept the financial reports as presented;
Passed 5-0.

- b) Review of invoices / payables and authorization for payment (TCIFD #23-024):

The invoices for July and August (enclosed within board packet) were presented to the board for payment: PolicyLogic, LLC (\$2,055.67); Angela Bertram, CPA (\$350).

Motion by Pierce / 2nd by W. Carter: To approve the invoices in the amounts as presented; Passed 5-0.

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Item 5: Consideration of renewing the district’s general liability and associated insurance coverage with VFIS of Arizona (TCIFD #23-025).

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. The renewal premium was \$20,195 and the budgeted amount was \$20,250.

Motion by Pierce / 2nd Michell: To renew the general liability and associated insurance and policies with VFIS of Arizona and authorize the payment to Brown & Brown Insurance for the annual premium amount of \$ 20,195; Passed 5-0.

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, 2023 pursuant to A.R.S §48-253. (TCIFD #23-026).

Administrative Manager Vaughn presented the proposal by SC Audit & Accounting Solutions for \$1,800. There was general discussion by the board concerning the engagement of each firm.

Motion by Pierce/ 2nd by W. Carter: To retain SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2023; Passed 5-0.

Item 7: Consideration of items for the agenda of the Tempe County Island Fire District’s next scheduled meeting (November 27, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (TCIFD #23-027).

- Standard agenda items

Item 8: Announcements:

None

Item 9: Adjourn: Motion by Pierce / 2nd by W. Carter: To adjourn the meeting 6:02 p.m.; Passed 5-0.

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TCIFD meeting minutes approved: November 27, 2023.

Megan Conrad, Board Chair

Sharlan Pierce, Board Clerk

James Carter, Board Member

Kris Michell, Board Member

Will Carter, Board Member