

TCIFD Meeting Minutes – September 27, 2021

Tempe County Island Fire District

Tempe County Island Fire District (TCIFD) governing board met in a properly posted open public meeting on Monday, September 27, 2021. 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 5:49 p.m. by Megan Conrad.
- B. Roll Call: Board Chair Megan Conrad, Clerk Sharlan Pierce, and members James Carter and Kris Michell.

Item 1: Review and approval of the governing board meeting minutes of July 19, 2021 (TCIFD #21-023):

Motion by Pierce / 2nd by Michell: To approve the July 19, 2021 meeting minutes;
Passed 4-0.

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 #21- 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 #21-024):

The financial reports were reviewed for the board by Administrative Manager Vaughn for September and October 2021 provided by Maricopa County and by the district's CPA, Angela Bertram (all reports provided within board packet).

Motion by Pierce / 2nd by Carter: To accept the financial reports as presented;
Passed 4-0.

- b) Review of invoices / payables and authorization for payment (TCIFD #21-025):

The invoices for May and June (enclosed within board packet) were presented to the board for payment: PolicyLogic, LLC (\$2,023.50) Angela Bertram, CPA (\$382.50).

Motion by Pierce / 2nd Michell by: To approve the invoices in the amounts as presented;
Passed 4-0.

Item 5: Consideration of renewing the district's general liability and associated insurance coverage with VFIS of Arizona (TCIFD #21-026).

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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 expiring premium was \$17,932. The renewal premium was \$21,830 and the budgeted amount was \$21,250. The increase was due to the increase in contract cost with the City of Tempe.

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 \$21,830; Passed 4-0

Item 6: 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, 2021 and ending June 30, 2022 (TCIFD #21-027)

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/2nd by Carter: To retain the firm of Angela Bertram, CPA for accounting services; Passed 4-0.

Item 7: 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, 2021 pursuant to A.R.S §48-253. (TCIFD #21-028).

Administrative Manager Vaughn reviewed the proposal by SC Audit & Accounting Solutions for \$1,575.

Motion by Pierce / 2nd by Carter: To use SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2021; Passed 4-0.

Item 8: Consideration of items for the agenda of the Tempe County Island Fire District's next scheduled meeting (November 22, 2021) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (TCIFD #21-029).

- Standard agenda items

Item 9: Announcements:

None.

Item 10: Adjourn: Motion by Pierce / 2nd by Carter: To adjourn the meeting 6:10 p.m.; Passed 4-0.

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TCIFD meeting minutes approved: November 22, 2021.

Megan Conrad, Board Chair

Sharlan Pierce, Board Clerk

James Carter, Board Member

Kris Michell, Board Member