

# TCIFD Meeting Minutes – September 28, 2020

---

## Tempe County Island Fire District

Tempe County Island Fire District (TCIFD) governing board met in a properly posted open public meeting on Monday, September 28, 2020. The meeting was held via teleconference due to COVID-19 concerns. The Arizona Attorney General has authorized teleconferencing for public meetings during the COVID-19 pandemic.

### **The following agenda items were considered at the meeting:**

- A. The meeting of the TCIFD board was called to order at 5:50 p.m. by Megan Conrad.
- B. Roll Call: Clerk Sharlan Pierce, and members Megan Conrad and James Carter.

**Item 1:** Consideration of electing a chair of the Tempe County Island Fire District's governing board pursuant to A.R.S. §48-803(E) (TCIFD #20-021).

Due to the recent resignation of Dave Kleespies and Sno Kleespies, a new board chair will need to be appointed.

Motion by Pierce / 2<sup>nd</sup> by Carter: To elect Megan Conrad as the new chair for the Tempe County Island Fire District. Passed 3-0.

**Item 2:** Consideration of appointing an interim member to vacant positions on the governing board pursuant to A.R.S. §48-852(B) (TCIFD #20-022)

Tempe County Island resident Kris Michell is interested in filling an empty board position.

Motion by Conrad / 2<sup>nd</sup> by Pierce: To appoint Kris Michell to a vacant position on the Tempe County Island Fire District. Passed 3-0.

**Item 3:** Review and approval of the governing board meeting minutes of July 27, 2020 (TCIFD #20-023):

Motion by Pierce / 2<sup>nd</sup> by Carter: To approve the July 27, 2020 meeting minutes; Passed 4-0.

**Item 4:** Call to the Public:

No public.

**Item 5:** Report from the City of Tempe Fire Department:

- a) Report detailing emergency response / activities within the district (TCIFD #20- n/a):

There was no report from the city.

## TCIFD Meeting Minutes – September 28, 2020

---

### **Item 6:** Consideration of district financial matters:

- a) Review of monthly financial reports: July and August (TCIFD #20-024):

The financial reports were reviewed for the board by Administrative Manager Vaughn for July and August 2020 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 Carter: To accept the financial reports as presented; Passed 4-0.

- b) Review of invoices / payables and authorization for payment (TCIFD #20-025):

The invoices for May and June (enclosed within board packet) were presented to the board for payment: PolicyLogic, LLC (\$1,948.78) Angela Bertram, CPA (\$382.50).

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

### **Item 7:** Consideration of renewing the district's general liability and associated insurance coverage with VFIS of Arizona (TCIFD #20-026).

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 \$18,155. The renewal premium was \$17,932 and the budgeted amount was \$17,500.

Motion by Pierce / 2<sup>nd</sup> 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 \$17,932; Passed 4-0

### **Item 8:** 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, 2020 and ending June 30, 2021 (TCIFD #20-027)

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

## TCIFD Meeting Minutes – September 28, 2020

---

**Item 9:** 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, 2020 pursuant to A.R.S §48-253. (TCIFD #20-028).

Administrative Manager Vaughn presented two proposals to provide financial audit services for the fiscal year ending June 30, 2020. The first proposal was by SC Audit & Accounting Solutions for \$1,500 and the second was for Atlas CPA for \$1,575. There was general discussion by the board concerning the engagement of each firm.

Motion by Pierce / 2<sup>nd</sup> by Carter: To use SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2020; Passed 4-0.

**Item 10:** Consideration of items for the agenda of the Tempe County Island Fire District's next scheduled meeting (November 23, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (TCIFD #20-029).

- Standard agenda items

**Item 11:** Announcements:

Dave and Sno Kleespies will be honored with a recognition plaque that Vaughn will organize.

The meet location will be moved to new member Kris Michell's property.

**Item 12:** Adjourn: Motion by Conrad / 2<sup>nd</sup> by Pierce: To adjourn the meeting 6:21 p.m.; Passed 4-0.

TCIFD meeting minutes approved: November 23, 2020.

---

Megan Conrad, Board Chair

---

Sharlan Pierce, Board Clerk

---

James Carter, Board Member

---

Kris Michell, Board Member