

GCIFD Meeting Minutes – September 8, 2020

The Gilbert County Island Fire District (GCIFD) governing board met in a properly posted open public meeting on Tuesday, September 8, 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 GCIFD board was called to order at 6:10 p.m. by Chair Biggs.
- B. Chair Biggs led those in attendance in the Pledge of Allegiance to the U.S. Flag.
- C. Roll Call: Chair Biggs, Clerk Mejia and Members Beyerle and Cazden were in attendance.

Item 1: Review and approval of the governing board meeting minutes of July 14, 2020 (GCIFD #20-022):

Motion by Mejia / 2nd Cazden: Approve the minutes of July 14, 2020 as presented;
Passed 4-0.

Item 2: Report from Fire Chief regarding the provision of fire and EMS to GCIFD, including but not limited to the following items (GCIFD #20-n/a):

- a) Monthly response and service report: Fire Chief Jobusch was not able to attend the meeting however the July and August 2020 response reports were included in the packet.

Discussion only – no action taken.

Item 3: Call to the Public: None.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports: June, July and August 2020 (GCIFD #20-23):

The June, July and August reconciled finance reports from Maricopa County were presented and reviewed by Administrative Manager Vaughn, as were the monthly financial reports prepared by the district CPA (finance reports included in the board packet).

Motion by Mejia / 2nd by Cazden: To approve the financial reports as presented;
Passed 4-0.

- b) Review of invoices / payables and authorization for payment (GCIFD #20-024):

The invoices were presented and there was a request for payment for the following (included in board packet for July and August); PolicyLogic, LLC (\$1,949.79); Angela Bertram, CPA (\$382.50).

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Motion by Beyerle / 2nd by Mejia: To approve the invoices as presented for payment; Passed 4-0.

Item 5: Consideration on renewing the district's general liability and associated insurance and policies with Brown & Brown Insurance (VFIS of Arizona) (GCIFD #20-025):

Administrative Manager Vaughn provided an overview of the insurance services proposal by Brown & Brown Insurance that had been distributed to each board member prior to the meeting. The expiring premium was \$24,791, and the renewal premium came in at \$24,543. The budgeted amount was \$26,000.

Motion by Mejia / 2nd Cazden: To renew the general liability and associated insurance coverage through VFIS and authorize the payment to Brown & Brown Insurance for the annual premium amount, \$24,543; 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, 2020 and ending June 30, 2021 (GCIFD #20-026)

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

Motion by Cazden/2nd by Beyerle: 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 review of the district's financial records for the fiscal year ending June 30, 2020 pursuant to A.R.S §48-253. (GCIFD #20-027).

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 other was for Atlas CPA for \$1,575. There was general discussion by the board concerning the engagement of each firm.

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

Item 8: Consideration of items for the agenda of the Gilbert County Island Fire District's next regular scheduled meeting (November 10, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (GCIFD #20-028):

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- Standard agenda items

Item 8: Announcements.

None

Item 9: Adjourn: Motion by Mejia / 2nd by Cazden: To adjourn the meeting at 6:36p.m.; Passed 4-0.

Minutes Approved GCIFD: November 10, 2020.

C. Biggs, Board Chair

C. Mejia, Board Clerk

R. Beyerle, Board Member

L. Cazden, Board Member