

## GCIFD Meeting Minutes – September 14, 2021

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The Gilbert County Island Fire District (GCIFD) governing board met in a properly posted open public meeting on Tuesday, September 14, 2021. The meeting was held via teleconference. Call-in number was posted both on-line and in public posting locations.

The following agenda items were considered at the meeting:

- A. The meeting of the GCIFD board was called to order at 6:00 p.m. by Clerk Mejia.
- B. Clerk Mejia led those in attendance in the Pledge of Allegiance to the U.S. Flag.
- C. Roll Call: Clerk Mejia and Members Beyerle and Cazden were in attendance. (Chair Bigg – absent)

**Item 1:** Review and approval of the governing board meeting minutes of July 13, 2021 (GCIFD #21-023):

Motion by Cazden / 2<sup>nd</sup> Beyerle: Approve the minutes of July 13, 2021 as presented; Passed 3-0. (Absent – Biggs)

**Item 2:** Report from Fire Chief regarding the provision of fire and EMS to GCIFD, including but not limited to the following items (GCIFD #21-n/a):

- a) Monthly response and service report: Fire Chief Jobusch was not able to attend the meeting however the July and August 2021 response reports were included in the packet. The past two months the county island had an average number of calls. Starting in August, two Gilbert units will provide ambulance service. Currently CPR classes have not been reinstated, but Mesa Fire is offering them.

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: July and August 2021 (GCIFD #21-024):

The 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 Beyerle / 2<sup>nd</sup> by Cazden: To approve the financial reports as presented; Passed 3-0. (Absent – Biggs)

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

The invoices were presented and there was a request for payment for the following (included in board packet for July and August); PolicyLogic, LLC (\$2,068.76); Angela Bertram, CPA (\$382.50).

## GCIFD Meeting Minutes – September 14, 2021

---

Motion by Beyerle / 2<sup>nd</sup> by Cazden: To approve the invoices as presented for payment; Passed 3-0. (Absent – Biggs)

**Item 5:** Consideration on renewing the district’s general liability and associated insurance and policies with Brown & Brown Insurance (VFIS of Arizona) (GCIFD #21-026):

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 \$24,543, and the renewal premium came in at \$28,008. The budgeted amount was \$29,000. The cost of the increase over last year is mainly due to the increase in contract cost with the Town of Gilbert.

Motion by Cazden / 2<sup>nd</sup> Beyerle: To renew the general liability and associated insurance coverage through VFIS and authorize the payment to Brown & Brown Insurance for the annual premium amount, \$28,008; Passed 3-0. (Absent – Biggs).

**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 (GCIFD #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 GCIFD. There were no changes to the contract from last year.

Motion by Beyerle/2<sup>nd</sup> by Cazden: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0. (Absent – Biggs)

**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, 2021 pursuant to A.R.S §48-253. (GCIFD #21-028).

Administrative Manager Vaughn presented the proposal by SC Audit & Accounting Solutions for \$1,575. There was general discussion by the board concerning the engagement of each firm.

Motion by Beyerle / 2<sup>nd</sup> by Cazden: To retain SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2021; Passed 3-0. (Absent – Biggs)

**Item 8:** Consideration of items for the agenda of the Gilbert County Island Fire District’s next regular scheduled meeting (November 9, 2021) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (GCIFD #21-029):

## GCIFD Meeting Minutes – September 14, 2021

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- Standard agenda items
- Update on GIS mapping – make sure all roads are listed and named correctly

**Item 8:** Announcements.

None

**Item 9:** Adjourn: Motion by Cazden/ 2<sup>nd</sup> by Beyerle: To adjourn the meeting at 6:33p.m.; Passed 3-0. (Absent – Biggs)

**Minutes Approved GCIFD: November 9, 2021.**

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**C. Biggs, Board Chair**

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**C. Mejia, Board Clerk**

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**R. Beyerle, Board Member**

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**L. Cazden, Board Member**