

## GCIFD Meeting Minutes – September 25, 2023

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The Gilbert County Island Fire District (GCIFD) governing board met in a properly posted open public meeting on Monday, September 25, 2023. The meeting was held at the Southeast Regional Library – 775 N. Greenfield Road, Gilbert, AZ

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 Chairman Biggs.
- B. Chairman Biggs led those in attendance in the Pledge of Allegiance to the U.S. Flag.
- C. Roll Call: Chairman Biggs, Clerk Mejia and Members Cazden, Farnsworth, and Payne were in attendance.

**Item 1:** Review and approval of the governing board meeting minutes of July 18, 2023 (GCIFD #23-024):

Motion by Mejia / 2<sup>nd</sup> Cazden: Approve the minutes of July 18, 2023 as presented; Passed 5-0.

**Item 2:** Report from Fire Chief regarding the provision of fire and EMS to GCIFD, including but not limited to the following items (GCIFD #23-n/a):

- a) Monthly response and service report: Fire Chief Duggan presented the information from the July and August 2023 response reports (included in board packet). Chief Duggan answered general questions from the board regarding information within the response reports.

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 2023 (GCIFD #23-025):

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 Farnsworth / 2<sup>nd</sup> by Payne: To approve the financial reports as presented; Passed 5-0.

- b) Review of invoices / payables and authorization for payment (GCIFD #23-026):

The invoices were presented and there was a request for payment for the following (included in board packet for July and August); PolicyLogic, LLC (\$2,062.56); Angela Bertram, CPA (\$350).

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Motion by Mejia/ 2<sup>nd</sup> by Farnsworth: To approve the invoices as presented for payment; Passed 5-0.

**Item 5:** Consideration on renewing the district’s general liability and associated insurance and policies with Brown & Brown Insurance (VFIS of Arizona) (GCIFD #23-027):

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 renewal premium came in at \$34,141. The budgeted amount was \$34,500.

Motion by Payne / 2<sup>nd</sup> Farnsworth: To renew the general liability and associated insurance coverage through VFIS and authorize the payment to Brown & Brown Insurance for the annual premium amount, \$34,141; 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. (GCIFD #23-028).

Administrative Manager Vaughn presented the proposal by SC Audit & Accounting Solutions for \$3,000. There was general discussion by the board concerning the proposal.

Motion by Cazden / 2<sup>nd</sup> by Farnsworth: 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 Gilbert County Island Fire District’s next regular scheduled meeting (November 14, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (GCIFD #23-029):

- Standard agenda items

**Item 8:** Announcements.

None

**Item 9:** Adjourn: Motion by Cazden/ 2<sup>nd</sup> by Mejia: To adjourn the meeting at 6:26p.m.; Passed 5-0.

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**Minutes Approved GCIFD: November 14, 2023.**

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**C. Biggs, Board Chair**

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**C. Mejia, Board Clerk**

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**L. Cazden, Board Member**

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**J. Farnsworth, Board Member**

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**L. Payne, Board Member**