

QCCIFD Meeting Minutes – July 19, 2017

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, July 19, 2017. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room – San Tan Conference room, located at 22358 S. Ellsworth Road, Queen Creek, Arizona.

The following agenda items were considered at the meeting:

- A. The meeting of the QCCIFD board was called to order at 6:40 p.m. by board member Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Member Kuefner in attendance. (Absent – Woodruff)

Item 1: Consideration of approval of the governing board meeting minutes of May 8, 2017 (QCCIFD #17-016):

Motion by Ruscetti / 2nd by Memmott: To approve the May 8, 2017 minutes as presented; Passed 3-0. (Absent – Woodruff)

Item 2: Call to the Public: None

Item 3: Report from the fire chief regarding the provision of fire and EMS to the QCCIFD, including but not limited to the following items (QCCIFD #17-n/a):

- a) Monthly response and service report: Chief Gray discussed the May and June response reports and answered general questions from the board on information provided in the reports.

Discussion only – no action taken

- b) Chief Gray discussed that the Academy class graduated on May 25th. There are 14 new firefighters. Fire Station #3 will be opening in August. Banner Ironwood was recently annexed into the town.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #17-017):

Administrative Manager Vaughn reviewed the May and June financial reports prepared by the district's C.P.A.; Angela Bertram (finance reports included within board packet). Vaughn addressed general questions from the board regarding information contained within the reports.

Motion by Memmott / 2nd by Kuefner: To accept the finance reports as presented; Passed 3-0. (Absent – Woodruff)

- b) Review of invoices / payables and authorization for payment (QCCIFD #17-018):

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Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,976.19); Angela Bertram, CPA (\$292.50).

Motion by Kuefner / 2nd by Ruscetti: To authorize payment of the invoices presented; Passed 3-0. (Absent – Woodruff)

Item 5: Public Hearing in accordance with A.R.S. §48-853.A.2: To hear taxpayer's comments on the proposed fiscal year 2017/2018 Queen Creek County Island Fire District revenue and expenditure budget (QCCIFD #17-n/a)

Chair Memmott opened the public hearing for comment. No public present at the meeting. Chair Memmott closed the public hearing.

Item 6: Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and declaring such to be the budget of the Queen Creek County Island Fire District (QCCIFD #17-019)

Gloria Moore, the Budget Administrator for the Town of Queen Creek, gave a detailed overview of the Fire/EMS FY 17/18 budget and the 5-year projection. There is a new station opening in summer 2017, sworn staff increased by 45% and there will be a new fire pumper. Administrative Manager Vaughn reviewed the budget documents provided within the board packets and discussed the final budget for FY 17/18. There were only a few minor changes to the proposed budget from the tentative budget reviewed at the May meeting.

Motion by Ruscetti/ 2nd by Memmott: Consideration of fully adopting estimates and expenditures for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and declaring such to be the budget of the Queen Creek County Island Fire District; Passed 3-0. (Absent - Woodruff)

Item 7: 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, 2017 and ending June 30, 2018 (QCCIFD #17-020)

Administrative Manager Vaughn discussed the annual engagement letter from the board's CPA, Angela Bertram and recommended retention of Ms. Bertram by the QCCIFD.

Motion by Memmott/2nd by Kuefner: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0. (Absent - Woodruff)

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Item 8: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (September 20, 2017) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #17-021):

- Standard agenda items
- Website Update

Item 9: Announcements:

- None

Item 10: Adjourn; Motion by Memmott / 2nd by Kuefner to adjourn the meeting at 7:52pm. Passed 3-0. (Absent – Woodruff)

QCCIFD meeting minutes approved: September 20, 2017:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Jeremiah Woodruff, Board Member

Daniel Kuefner, Board Member