

## QCCIFD Meeting Minutes – November 15, 2017

---

The Queen Creek County Island Fire District (QCCIFD) administrator and governing board met in a properly posted open public meeting on Wednesday, November 15, 2017. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room MSB – 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 6:36 p.m. by board clerk Ruscetti.
- B. Roll Call: Chair Memmott (attended via telephone), Clerk Ruscetti and Members Kuefner (attended via telephone) and Woodruff (attended via telephone) in attendance.

**Item 1:** Consideration of approval of the governing board meeting minutes of September 20, 2017 (QCCIFD #17-027):

Motion by Ruscetti / 2<sup>nd</sup> by Woodruff: To approve the September 20, 2017 minutes as presented; Passed 4-0.

**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 September and October response reports and answered general questions from the board on information provided in the reports.

Discussion only – no action taken

- b) Chief Gray discussed recent structural fires within Queen Creek. There have been quite a few garage fires due to faulty electrical equipment and lithium batteries. They will be implementing a small marketing campaign about unplugging those items.

**Item 4:** Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #17-028):

Administrative Manager Vaughn reviewed the September and October 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 Ruscetti / 2<sup>nd</sup> by Memmott: To accept the finance reports as presented; Passed 4-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #17-029):

## QCCIFD Meeting Minutes – November 15, 2017

---

Administrative Manager Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,766.83); Angela Bertram, CPA (\$292.50); Town of Queen Creek (First half of contract services) (\$711,165.00).

Motion by Ruscetti / 2<sup>nd</sup> by Memmott: To authorize payment of the invoices presented; Passed 4-0.

**Item 5:** Consideration of retaining the firm of Accounting Professionals LLC for the purpose of performing an annual review of the district's financial records for the fiscal year ending June 30, 2017 pursuant to A.R.S §48-253. (QCCIFD #17-030).

Administrative Manager Vaughn presented an engagement letter and information concerning the proposal from Accounting Professionals LLC to provide financial audit services for the fiscal year ending June 30, 2017. There was general discussion by the board concerning the engagement of the firm.

Motion by Woodruff / 2<sup>nd</sup> by Kuefner: To retain the firm of Accounting Professionals for financial audit services for the fiscal year ending June 30, 2017; Passed 4-0.

**Item 6:** Consideration of QCCIFD website rebuild (QCCIFD #17-031):

The board discussed the need to improve and update the current QCCIFD website. Members will look into getting quotes to discuss at next board meeting.

Tabled until next meeting.

**Item 7:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting January 17, 2018) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #17-032):

- Standard agenda items

**Item 8:** Announcements:

- Chief Gray announced that the department will have a class 2 ISO rating (the previous rating was a class 4). This is partly due to hydrants added within the town and adding the 3<sup>rd</sup> fire station. It will go into effect February 18, 2018.

**Item 9:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Kuefner to adjourn the meeting at 7:04pm. Passed 4-0.

## QCCIFD Meeting Minutes – November 15, 2017

---

**QCCIFD meeting minutes approved: January 17, 2018:**

---

**Marion Memmott, Board Chair**

---

**Phil Ruscetti, Board Clerk**

---

**Jeremiah Woodruff, Board Member**

---

**Daniel Kuefner, Board Member**