

QCCIFD Meeting Minutes – September 18, 2013

The Queen Creek County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Wednesday, September 18, 2013. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room MSB - Saguaro-16, 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 6:30 p.m. by board chair Memmott.
- B. Roll Call: Board members Memmott, Montgomery and Woodruff in attendance.

Item 1: Consideration of approval of the governing board meeting minutes of July 17, 2013 (QCCIFD #13-044):

Motion by Memmott / 2nd by Montgomery: To approve the July 17, 2013 minutes as presented; Passed 3-0.

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 #13-n/a):

- a) Monthly response and service report: Chief Knight distributed the July and August response reports and answered general questions from the board concerning information provided in the reports.

Chief Knight reported on the following items:

- The fire hazard at 26184 S. Grapefruit.
- 9-1-1 transfer issues with cell phones.
- Chief Knight appointed fire chief by QC Town Council.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #13-045):

Consultant Flynn reviewed the July and August 2013 financial reports prepared by the district's C.P.A.; Angela Bertram (finance reports included within board packet). Flynn addressed general questions from the board concerning information contained within the reports.

Motion by Memmott / 2nd by Montgomery: To accept the finance reports as presented; Passed 3-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #13-046):

Consultant Flynn presented invoices (included within board packet) and warrants

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(checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,456.45); and Angela Bertram, CPA (\$247.50).

Motion by Woodruff / 2nd by Montgomery: To authorize payment of the invoices presented; Passed 3-0.

Item 5: Consideration of retaining a Certified Public Accounting firm for the purpose of performing the financial review for the fiscal year ending June 30, 2013 as required by A.R.S. §48-253 (QCCIFD #13-047):

Consultant Flynn discussed with the board the requirements for annual financial audits and reviews. Flynn recommended the firm of Accounting Professionals, LLC for the proposed cost of \$900 (engagement letter / proposal enclosed within board packet). The initial year is for a financial review and Flynn further recommended bidding future years audits as cost is estimated at \$5,000 to \$8,000 annually.

Motion Memmott / 2nd Montgomery: To accept the audit engagement with Accounting Professionals, LLC under the terms stated; Passed 3-0.

Item 6: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (November 20, 2013) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #13-048):

- Fire code adoption.
- Standard agenda items.

Item 9: Announcements: None.

Item 10: Adjourn; Motion by Memmott / 2nd by Woodruff to adjourn the meeting at 7:24 p.m; Passed 3-0.

QCCIFD meeting minutes approved: November 20, 2013:

Marion Memmott, Board Chair

Rebecca Montgomery, Board Clerk

Jeremiah Woodruff, Board Member